

CAREER OPPORTUNITY



DEPARTMENT OF OFFICE OF THE AGING

CLERK

HEAP

(HOME ENERGY ASSISTANCE PROGRAM)

TEMPORARY

THREE MONTH POSITIONS AVAILABLE

SALARY: \$34,707

The work involves responsibility for performing standardized clerical duties. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. This position may be responsible for utilizing a personal computer, in the performance of daily work-related tasks. Does related work as required.

QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State Registered College with an Associate's Degree in Secretarial Science, Office Management, Business Administration, or related field; OR
- B. Graduation from High School or possession of a high school equivalency diploma and two (2) years clerical experience which shall have involved the use of a personal computer, OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SUBMIT RESUME/APPLICATION TO:

Margaret McNamara, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

Applications accepted until September 16, 2016.

“An Equal Opportunity Employer with an Affirmative Action Program”

Issued: 8/25/16